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| [company name]  [Company Slogan]  [Street Address] [City, ST ZIP Code]  [Phone Number]  [Fax Number] | | | | | | **Purchase Order** | | | | | | | |
|  | | | | | | | | | | | | | |
| TO:  [Purchaser Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone Number] | | | | SHIP TO:  [Recipient Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone Number] | | | | | | P.O. Number:  [P.O. number]  [The P.O. number must appear on all related correspondence, shipping papers, and invoices] | | | |
|  | | | | | | | | | | | | | |
| P.O DATE | | REQUISITIONER | | | SHIPPED VIA | | | F.O.B. POINT | | | TERMS | | |
| Pick the Date | |  | | |  | | |  | | |  | | |
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| QTY | UNIT | | DESCRIPTION | | | | | | UNIT PRICE | | | TOTAL | |
|  |  | | [Description of Item] | | | | | | $[4.00] | | | $[4.00] | |
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| SALES TAX | | | | | [8.2%] | |
| [Street Address] [City, ST ZIP Code]  [Phone Number]  [Fax Number] | | | | | |  | SHIPPING AND HANDLING | | | | |  | |
| OTHER | | | | |  | |
| TOTAL | | | | | $[4.33] | |
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